

**MASSACHUSETTS WORKFORCE TRAINING FUND
GRANT EXPENDITURE REPORT**

Send with 2nd, 3rd and 4th payment

*** Each payment request represents actual dollars spent**

	Salaries	Materials	Supplies	Equipment	Consultants & Contracted Services	Other	Total
Total Amount of Grant							
Documented Expenditures for 2nd payment request							
Documented Expenditures for 3rd payment request							
Documented Expenditures related to FINAL PAYMENT request							
Total Expenditures to Date							
Balance of Grant Available							

To be completed by person preparing this report:

(Sign in blue ink)

Typed Name:
Title:
Signature:
Phone Number:
Date:

Note: All grant expenditures must have proof of payment, including: 1) Invoice(s), 2) Copy of check(s) showing payment and 3) Internal Trainer Logs, which must be signed by trainer & trainees.

NO PAYMENTS WILL BE MADE WITHOUT THIS INFORMATION